



**County of Orange**

# MEMO

**DATE:** February 1, 2012

**TO:** Development Processing Review Committee

**FROM:** Rick LeFeuvre, Director, OC Public Works/OC Planning

**SUBJECT:** DPRC Meeting Minutes – January 12, 2012

A meeting of the Development Processing Review Committee was held on Thursday, January 12, 2012, at 8:30 a.m. in the H. G. Osborne Building, on the Sixth Floor, in Conference Room 623.

The following persons were in attendance:

## **MEMBERS**

Michael Recupero – Recupero & Associates, Inc. (1<sup>st</sup> District)  
Jay Bullock – Planning Solutions, (Chair) (2<sup>nd</sup> District)  
Jackie Hare – J. L. Hare Associates, Inc. (2<sup>nd</sup> District)  
Rick Fitch – Hunsaker & Associates (3<sup>rd</sup> District)  
Joe Lambert – Construction Planning Services (3<sup>rd</sup> District)  
Carl Taylor – Huitt-Zollars, Inc. (Vice-Chair) (4<sup>th</sup> District)  
Thomas Grable – Tri-Pointe Homes (5<sup>th</sup> District)

## **GUESTS**

Jeffrey Okamoto – RBF Consulting  
Dan Hosseinzadeh – Hunsaker & Associates  
Jessica Toohey – Huitt-Zollars, Inc.

## **STAFF**

Laree Brommer – Manager, OC Planning/OC Planned Communities/Land Use Planned Communities  
Mahrooz Ilkhanipour – Manager, OC Planning/OC Community Development/County Property Permits  
Judy Kim – OC Community Development/Customer Care/Permit Services  
Channary Leng – Manager, OC Planning//Current & Environmental Planning  
David Shepherd – Manager, OC Planning/OC Planned Communities/Land Use Planned Communities  
Hadi Tabatabaee – Orange County Building Official, OC Public Works

## **MEMBERS ABSENT**

Lee Lowrey – Lowrey Pacific Capital (1<sup>st</sup> District)  
Fred Ameri – RBF Consulting (5<sup>th</sup> District)

**1. Approval of Meeting Minutes for November 10, 2011 and December 8, 2011**

The meeting minutes for November 10, 2011 and December 8, 2011 were moved for approval by Carl Taylor and seconded by Thomas Grable.

**2. Planning Division Update**

- David Shepherd reported that the Neighborhood Preservation Unit (NPU) will have a community clean-up in the Stanton County Island. They are partnering with OC Waste and Recycling to provide the dumpsters, as well as the OC Sheriff's Department for additional support. NPU will also be opening recruitment for a new Code Enforcement officer.
- Channary Leng reported that the revised Conditions of Approval will soon be implemented and uploaded into the APPS library; there are a few final comments to incorporate.
- Mahrooz Ilkhanipour reported that they also hope to open the position for a Customer Care Administrative Manager.

**3. Emergency Shelter Zoning Code Amendment**

At the last Planning Commission hearing, the Commissioners approved the initiation of a Zoning Code Amendment for emergency shelters, affordable housing, and reasonable accommodation. So the DPRC may discuss further, Ruby Maldonado will provide more information at an upcoming meeting regarding the Draft Proposed Amendment.

**4. OCPW Standard Plans Manual**

Carl Taylor reported that they are currently discussing the 1300-series of the OCPW Standard Plans. Hadi Tabatabaee and Mahrooz Ilkhanipour continue to lend their expertise on private development standards. Hadi is also providing additional input on the new ADA standards which will be implemented in March.

- Some of the proposed changes to Standard Plan 1327, Erosion Sediment Control Plan (ESCP), include deferring to the California Stormwater Quality Association (CASQA) handbook for ESCP measures.
- The primary goal is to remove all old and outdated information, as well as any irrelevant permits. The anticipated date of completion is June of this year.

**5. Goals for 2012**

DPRC members discussed implementing the following measures for 2012:

- Including a "Progress Update" agenda item at the end of each quarter, in order to identify any potential setbacks, provide constructive criticism/feedback, and monitor progress.
- Encouraging OCFA involvement with the DPRC, perhaps by having a representative at the meetings to provide a quarterly update.
- Developing a strategy for distributing information regarding updated forms and flowcharts.
- Developing a Strategic, Methodical and Consistent (SMaC) recipe for the DPRC.

**6. Other Business**

- Jay Bullock presented the DPRC Annual Report draft letter, which will be sent to the Board of Supervisors as a summary of the accomplishments for 2011. DPRC members provided additional comments and feedback.
- Jackie Hare commended OC Planning for their improvement in customer service.
- DPRC members would like to further discuss the design requirements of retaining walls at next month's meeting, and the possibility of creating a standard design per the County's guidelines.

**7. Next Meeting**

The next meeting of the Development Processing Review Committee will be held on Thursday, February 9, 2012, at 8:30 am.